



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2020-SVP-42

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** for the item stated below, in accordance with **Section 53.9 Small Value Procurement** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The SEC hereinafter referred to as “the Purchaser”, now requests submission of a price quotation for the subject below:

APP 2020	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item no. I.I.E.16	2020-06-111	Supply, Delivery and Installation of 4 units Colored Printer (See Attachment 2 for Technical Specifications)	Php584,000.00

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement with duly authorized Secretary's Certificate, if a corporation. (Attachment 3)
4. Income/Business Tax Return

SEC Condition of Sales:

1. Delivery Schedule: Within thirty (30) calendar days upon receipt of approved PO/NTP
2. Validity: Sixty (60) calendar days from submission of bids
3. Delivery Site: General Services Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City

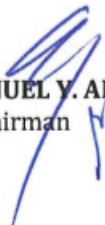
Award of contract shall be made to the bidder with the lowest quotation for the subject goods which complies with the minimum technical specifications and other terms and conditions stated herein.

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

Submission of duly signed Price Quotation Form (Attachment 1) and eligibility documents is not later than **10:00 A.M. of August 3, 2020** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done, manually, through Facsimile No. 8818-5330, or via email (bacsecretariat@sec.gov.ph).

The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the Procuring Entity may rescind or terminate the Contract without prejudice to other courses of action and remedies open to it.

The SEC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder


EMMANUEL Y. ARTIZA
BAC Chairman

PRICE QUOTATION FORM
RFQ No. No. 2020-SVP-42

Date: _____

The Bids and Awards Committee
 c/o Procurement Division
 3rd Floor, Secretariat Building,
 PICC Complex, Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price proposal for the items identified below:

Item no.	Article and Descriptions	Qty.	Unit price	Total Price (VAT Inclusive)
1	Supply, Delivery and Installation of 4 units Colored Printer <i>(See Attachment 2 for Technical Specifications)</i>	4 units	Php _____	Php _____
2	Genuine Toner Cartridges per Machine (Black, Cyan, Magenta, and Yellow)	3 sets	Php _____	Php _____
TOTAL				Php _____

AMOUNT IN WORDS: _____ (VAT inclusive)

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Printed Name : _____
 Date : _____
 Company Name : _____
 Contact no. : _____

Specifications

I. Project Title

Supply, Delivery and Installation of 4 units of Colored Printer (GSD, LRID, ERTD and EIPD)

II. Requirements

- A. Four (4) units of Colored Printer Machine
- B. Three (3) sets of Genuine Toner Cartridges per Machine (Black, Cyan, Magenta, and Yellow)

III. Objective

To purchase a Four (4) units of Premium Quality Colored Printer to be used at the GSD, LRID, ERTD, and EIPD.

IV. Equipment Specifications

Bidder should be capable of providing four (4) units, brand new Colored Printer, with the following features and capabilities or higher.

Item No.	Colored Printer Minimum Technical Specifications	
1	Functions	Print, Copy, Scan, Fax, Email
2	Multitasking Supported	Yes
3	Print Speed Black	Normal: Up to 27 ppm
4	First Page Out Black (A4, Ready)	As fast as 9.0 sec
5	First Page Out Black (A4, Sleep)	As fast as 11.4 sec
6	Print Speed Color	Normal: Up to 27 ppm
7	First Page Out (Ready)	Black: As fast as 9.0 sec
8	First Page Out (Sleep)	Black: As fast as 11.4 sec
9	First Copy Out	As fast as 9.8 sec
10	First Copy Out (Sleep)	As fast as 12.5 sec
11	Duty Cycle (Monthly, A4)	Up to 50,000 pages
12	Recommended Monthly Page Volume	750 to 4000
13	Print Technology	Laser
14	Display	4.3" intuitive touchscreen Color Graphic Display (CGD)
15	Automatic Paper Sensor	No
16	Connectivity, Standard	Hi-Speed USB 2.0 port; built-in Gigabit Ethernet 10/100/1000 Base-TX network port; Easy-access USB
17	Network Ready	Standard (built-in Gigabit Ethernet, Wi-Fi) [Operates as both an AP (with Wi-Fi Direct) and STA]
18	Memory	256 MB DRAM
19	Memory, Maximum	256 MB DRAM

20	Paper Handling Input, Standard	50-sheet multipurpose tray, 250-sheet input tray, 50-sheet Automatic Document Feeder (ADF)
21	Paper Handling Input, Optional	Optional 550-sheet tray
22	Paper Handling Output, Standard	150-sheet output bin
23	Maximum Output Capacity (Sheets)	Up to 150 sheets
24	Duplex Printing	Automatic (Standard)
25	Media Sizes Supported	Tray 1, Tray 2: A4, A5, A6, B5 (JIS), B6 (JIS), 16K (195 x 270 mm, 184 x 260 mm, 197 x 273 mm), 10 x 15 cm, Oficio (216 x 340 mm), postcards (JIS single, JIS double), envelopes (DL, C5, B5); Optional Tray 3: A4, A5, A6, B5 (JIS), B6 (JIS), 16K (195 x 270 mm, 184 x 260 mm, 197 x 273 mm), 10 x 15 cm, Oficio (216 x 340 mm), postcards (JIS single, JIS double); Automatic duplexer: A4, B5, 16K (195 x 270 mm, 184 x 260 mm, 197 x 273 mm), Oficio (216 x 340 mm)
26	Scanner Type	Flatbed, ADF
27	Scan Resolution, Optical	Up to 1200 x 1200 dpi
28	Scan Size (Adf), Maximum	216 x 356 mm
29	Scan Size (Adf), Minimum	102 x 152 mm
30	Scan Speed (Normal, A4)	Up to 26 ppm/47 ipm (b&w), up to 21 ppm/30 ipm (color)
31	Recommended Monthly Scan Volume	750 to 4000
32	Duplex Adf Scanning	Yes
33	Automatic Document Feeder Capacity	Standard, 50 sheets uncurled
34	Copy Speed (Normal)	Black: Up to 27 cpm Color: Up to 27 cpm
35	Copy Resolution (Black Text)	600 x 600 dpi
36	Copy Resolution (Color Text And Graphics)	600 x 600 dpi
37	Copy Reduce / Enlarge Settings	25 To 400%
38	Copies, Maximum	Up to 99 copies
39	Faxing	Yes
40	Fax Transmission Speed	33.6 Kbps
41	Fax Resolution Black (Best)	Up to 300 x 300 dpi

V. Delivery

Delivery of Four (4) units Colored Printer Machine with Three (3) sets of Genuine Toner Cartridges per Machine, within thirty (30) days upon receipt of notice to proceed.

Place of Delivery:

Securities and Exchange Commission – Head Office
3rd Floor Secretariat Building, PICC Complex, Pasay City

VI. Installation

Installation to be performed by winning bidder's certified technical person upon arrival and delivery of equipment.

VII. Warranty

- The Four (4) units Colored Printer Machine must be covered by a full parts and labor warranty for a period of Twenty-Four (24) months from the date of delivery and installation.

After the warranty period, an on-call or monthly maintenance service agreement may be mutually agreed upon.

I. Quality Assurance

Bidder must submit a Proof-of-concept (POC) or conduct a Product Demonstration to the end-user during the post-qualification phase for each items being offered, to ensure the actual quality and output of the product.

II. Approved Budget

- A. Four (4) units Colored Printer Machine - not to exceed ₱ 220,000.00
- B. Three (3) sets of Genuine Toner Cartridges - not to exceed ₱ 364,000.00 per Machine (Black, Cyan, Magenta, and Yellow)

Total ₱ 584,000.00

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[Name of Bidder] [address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. I did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I hereunto set my hands this _____ day of _____,
20____ at _____,
Philippines. _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____,
affiant exhibiting to me his/her _____ (*Government issued ID name, number and validity date*) _____

(Notary Public)

Until _____
PTR No. _____
Date _____
Place _____
TIN _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Bidder's Representative/Authorized Signatory

[JURAT]